

**Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE**

Name of Center: Boyer Valley Campus Care-Dow City **Enrollment:** 31 **License ID No. (Reapplications)** 42916

Street: 212 S School ST **City:** Dow City Iowa **Zip:** 51528 **County:** Crawford

Mailing Address: 1102 Iowa AVE, Dunlap, IA, 51529

Director's Name: Chase Mefford **Phone Number:** 712-674-3826

On-Site Supervisor(s): **E-Mail:** cmefferd@boyer-valley.k12.ia.us

Date(s) of Visit: 04-25-2019

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** X **Administrative Change**

LICENSING VISITS

New Application **Re-Application** X NA

Signed Application (470-0722) Received Yes No X NA **Date Signed:**

FIRE INSPECTION X **State** **Local** NA **Is Fire Inspection Approved?** X Yes No NA

Date Inspected: 12-13-2018

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accreditation: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care X Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>		
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	4	10	10	11	35
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 08-01-2019 to 08-01-2021
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCAION of license

Licensing Consultant: Kathy DeGeorge-Evans

Date: 05-20-2019

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made to Boyer Valley Schools Campus Care - Dow City on 4-25-2019. The new director, Chase Mefford was at the other Campus Care site in Dunlap at the time of my visit, I talked to Chase on the phone. I met with Bily Jo, she is in charge when the director is gone. Chase became the director in February 2019. The center is located in the Boyer Valley Community School. The program provides child care to children who are six weeks to school age. The hours of operation are 6:00 am to 6:00 pm Monday through Friday. Full day child care is offered to infant age children to preschool and before and after school programming. Chase is also the director of Campus Care in Dunlap. There are thirty one children enrolled in the program.

Observation of room:

Infant area - There were five children and two staff.

The daily sheets looked good.

One child was sitting in a high chair, not for the purpose of eating.

One child who was three years old arrived from preschool and entered the infant area to eat. The child has some needs that the staff are working with. I explained to the staff that the infant area needs to be free from intrusion from the older children. I asked if they could transition this child to the area for their age. It appears that staff need assistance to work with this child as the child was running around the program and staff weren't equipped to deal with the child's needs.

The area for the older children has eleven children and two staff. One staff has an infant age child because the child needed fed and Billy Jo was talking to me. The children were eating lunch and having nap time.

Staff must be able to see the children at all times. The rooms arrangement did not allow for direct observation of the children. Staff must arrange the room allowing for direct observation of the children.

The program room looked nice and there was a fun variety of age and developmentally appropriate toys and equipment. the staff had good interactions with the children.

Initially the lesson plans/activities could not be located, you need to have the lesson plans/activities in the program room and accessible. I am recommending that you post your weekly lesson plans in the program room. You need to review and train the staff on the curriculum, lesson plans/activity development.

Nutrition:

The program provides breakfast, lunch and snacks. The school provides the lunch.

One child was placed in a high chair for no reason. You should only place children in the high chairs at meal time.

Health and safety:

Radon testing was done in January 2019 with a test result of 2.8 pCi/L. Radon testing is required every two years.

A couple monthly fire/tornado drills weren't documented. Monthly fire/tornado drills must be practiced and documented.

I couldn't locate an annual fuel burning inspection - boiler inspection.

The center follows medication management procedures, and they have a medication log. The center has worked with parent on various medical needs/training of children.

The sink that is used for washing hands after diaper changing is the same sink that staff are using to get water to prepare

bottles for the children. Staff are using the sink to wet wash clothes etc. There was food by the diaper changing hand washing sink.

Staff are using the same product for sanitizing and disinfecting.

Staff need training immediately on how to use the diaper changing hand washing sink. They are currently cross contaminating and are a high risk for health and safety hazards.

Staff couldn't locate the emergency policies and procedures. Staff must be trained on all emergency policies and procedures immediately and they need to know where the policies and procedures are located. I am recommending that these be posted in the center.

Playground:

The center uses the school playground.

The center documents monthly playground inspections.

Transportation:

The center doesn't provide transportation services.

Administrative records:

Ten children's files were read and had proper documentation.

Three staff files were read and were incomplete. Please review all staff files, you need current record checks, staff physicals must be on the DHS physical form, staff are in need of the required amount of staff training etc. Please develop a plan for each staff person to come into compliance with the DHS requirements.

Chase meets with staff at both sites (Dow City and Dunlap) on a regular basis.

The center has a Facebook page.

The center participates in the Quality Rating System and are a level IV.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Chase Mefford became the director of both sites, Dunlap and Dow City in February 2019. She goes to both sites on a daily basis.

She maintains ongoing contact with staff.

Chase is working very hard to learn the DHS rules and daily operations of running a child care center.

Chase is willing to accept help and will gladly work with the Child Care Resource and Referral worker Kelsey Smith, and the child care nurse consultant.

Staff need immediate assistance from AEA on how to work with a child with special needs. Your center needs to be equipped to work with all children in your care and be able to provide safety for all children. You need to follow the rules of providing a safe environment for the infants that is free from intrusion from older children.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.8(2): Ratio maintained in center as required by age.

109.9(1)b: All files contain: A signed copy of DHS Criminal History Record Check, Form B, that was submitted prior to employment. A copy of Request for Child Abuse Information. Copies of the results of Iowa records checks conducted. Copies of national criminal history check results. Any Department-issued documents sent to the center related to records check.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intruders within the center, intoxicated parents, and lost or abducted children. Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, earthquakes, or other disasters that could create structural damage to the center or pose health hazards. If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with

functional or access needs.

109.10(15)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents.

109.12(4): Sufficient toilet articles are provided for handwashing. Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM. Play equipment, materials, and furniture meet the developmental, activity, and special needs of the children. Room's arrangement does not obstruct the direct observation of children. Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap. Procedures are developed and implemented to maintain equipment and materials in a sanitary manner. Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs. Sanitary procedures are followed for use and storage of personal hygiene articles.

109.12(5): Environment for children under age two protects from harm but does not unduly restrict development.

109.12(5)b: Infants diapered in a sanitary manner as needed in central diapering area. One changing table for every 15 infants/toddlers needing diaper changes. Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.

Additional concerns: The sink that is used for washing hands after diaper changing is the same sink that staff are using to get water to prepare bottles for the children. Staff are using the sink to wet wash clothes etc. There was food by the diaper changing hand washing sink.

Staff are using the same product for sanitizing and disinfecting.

Staff need training immediately on how to use the diaper changing hand washing sink. They are currently cross contaminating and are a high risk for health and safety hazards.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Boyer Valley Campus Care Dow City for 8-1-2019 to 8-1-2021.

I am recommending that you read the DHS Licensing Standards and Procedures Handbook. Read a few pages each day to gain knowledge of the rules.

Please send me an email by June 3, 2019 and let me know how the items listed above have been corrected.

A referral is being made to Child Care Resource and Referral. Please make a referral to your child care nurse consultant. Consultation and training is needed in a variety of areas - sanitizing, disinfecting, using the diaper changing hand washing sink, staff files, emergency procedures, curriculum and lesson/activity planning, ratio requirements, ensuring safety for children, providing services to children with special needs, etc.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.